Job Description

After the Tassel: Career Advisor

Reports to: After the Tassel Director @ KentuckianaWorks

Schedule: Full time, Salary

About the After the Tassel:

Launched in 2024, After the Tassel (ATT) is a KentuckianaWorks-led program that partners with JCPS public high schools, employers, and young adults to support high school seniors who may not yet have a postsecondary plan or who are seeking full-time employment after graduation. The program focuses on helping seniors take the final, critical steps to successfully cross the finish line from high school into the workforce.

Many students graduate without the professional networks, guidance, or resources needed to secure stable employment. After the Tassel provides individualized advising, career connections, and hands-on support to ensure students leave high school with a clear plan, meaningful job opportunities, and a stronger pathway to economic stability.

Purpose of position:

KentuckianaWorks is seeking a passionate, engaging, and entrepreneurial professional to work directly with seniors in 3 JCPS high schools who plan to enter the workforce after graduation. This role is centered on supporting students as they navigate the critical transition from high school to meaningful employment and helping them secure quality careers within the regional labor market.

The ATT Career Advisor will build and sustain strong, trusted relationships with students in order to advise, guide, and mentor them through career exploration, skill development, resume and cover letter preparation, interview readiness, and job placement. Through personalized support and a commitment to student success, this position plays a vital role in helping young people launch their post-graduation careers with confidence.

Essential Responsibilities

- Support high school seniors using school and age-appropriate career tools, resources, and assessments

- Meet individually and in small groups with seniors to explore career interests and post-graduation goals
- Guide students in resume building, applications, interviewing, and job search strategies
- Connect students to career pathways, employers, job preparation resources, and hiring events
- Support end-of-year hiring events, job fairs, and student celebrations
- Accurately document student services, outcomes, and placements in Launch Pad
- Collaborate with Academies of Louisville Alliance Business Partnership Coordinators and the KentuckianaWorks Business Services Team to align student opportunities with employer hiring needs
- Build and maintain strong relationships with JCPS school personnel, including scheduling monthly meetings with our main contacts
- Demonstrate professionalism, responsiveness, confidentiality, and a commitment to continuous improvement
- Take an active role in ensuring strong school-wide awareness of ATT, developing and implementing creative outreach strategies so all students and staff are informed and engaged
- Attend school events and identify opportunities to take photos, collect documentation, highlight student voices, and capture content to share with the Communications Team.

Minimum Qualifications:

- Bachelor's degree in education, counseling, human resources, or a related field.
- Minimum of 2 years of experience in career coaching, workforce development, or student services.
- Successful project and client management.
- Proficient in MS Office, Google Suite, and video conferencing platforms such as Zoom and Google Meet
- Working knowledge of CRM's a plus
- Commitment to excellence and passion for the mission and work of KentuckianaWorks and After the Tassel.
- Bilingual skills are a plus

Competencies:

- Deep passion for supporting high school seniors, particularly those not pursuing college, in successfully transitioning to full-time careers after graduation.
- Cultural competency is essential, including experience working with students from diverse cultural and linguistic backgrounds.
- Strong interpersonal skills, with the ability to effectively engage diverse personalities in school and business settings.
- Self-starter who can work independently and collaboratively.
- Strong organizational, problem-solving, and time-management skills, with the ability to set goals, meet deadlines, and maintain accurate documentation.
- Proficient in computer applications and able to learn new systems quickly.

- Flexible, proactive, and committed to continuous improvement and best practices.
- Analytical mindset with the ability to interpret and use data effectively.
- Positive, “can-do” attitude with an entrepreneurial spirit and sense of humor.
- An understanding that this job profile is not intended to be all inclusive of tasks required. It is meant to provide a general description of essential job responsibilities.

Requirements:

Must have valid driver’s license, a reliable personal vehicle, and auto liability insurance to fulfill duties.

Additional Information/Benefits

Interested applicants should apply in response to this posting on or before February 18th, 2026. Email your cover letter and resume to: resumes@kentuckianaworks.org

Equal Opportunity/Affirmative Action Employer.

Screening Requirements: Criminal Background Check

Pay: Starting at $60,000 (based on 40 hours worked weekly)

This position is co-employed by KentuckianaWorks and Ahead Human Resources. Ahead will manage all HR functions such as payroll, benefits, and taxes.

Benefits:

We are proud to offer benefits including:

- Paid time off
- Dental insurance
- Health insurance
- Life insurance
- Vision insurance
- 401(k)
- Travel/mileage reimbursement
- Opportunities for professional development
- Valuable exposure to diverse stakeholders across the community including those in education, government and local businesses
- An amazing team of passionate, positive professionals

***This position is funded through July 2026. We are actively pursuing state funding to support this work for additional years beyond that date. Continued employment after July 2026 will be contingent upon securing this extended funding.**